



### BLUF

Boards consist of panels of senior Navy leaders who review the records of eligible Sailors in accordance with the board precept, convening order, and other governing documents approved by CNP or SECNAV to identify those who are best and fully qualified for promotion or special assignments (such as command, advancement, milestone screening, etc.) and those demonstrating sustained superior performance in their roles. Boards are convened for both officers and enlisted Sailors, and the process is designed to be fair, impartial, and confidential.

### Who needs to know?

- E-6 & above enlisted personnel
- O-3 & above officers

### What you need to know – key points

#### Definitions

- **Promotion:** Officers are **promoted** through **statutory boards** to the next higher pay grade.
- **Advancement:** This is the process by which enlisted Sailors move to a higher pay grade, and it is increasingly driven by Billet Based Advancement. **Advancement** for senior enlisted Sailors includes **administrative**/screening boards.

#### Types of Boards

- **Statutory boards** are established by law (Title 10, U.S. Code) and convened by the Secretary of the Navy (SECNAV). They include:
  - Officer promotion
    - An officer is eligible based on the annual “Zone Message” which is typically released in December. You do NOT have to submit an application or package to be considered.
  - Special selection
    - A Special Selection Board (SSB) may be convened if, due to an administrative or legal error, the record of an officer or former officer above or in the promotion zone is not considered by a Promotion Selection Board.
    - A Special Selection Review Board (SSRB) is convened when the officer’s Promotion Selection Board selected the officer but did not consider adverse information discovered after convening. The SSRB will compare the updated record with adverse information included, against the select and non-select sample records to determine whether the promotion will be recommended for sustainment. As of the 30 Sept. 30, 2025, Secretary of War Memorandum, SSRBs apply to Active-duty O-4 and above and Navy Reserve O-6 and above promotion selection boards only.



- Temporary promotion
  - Temporary (or “spot”) promotions are permitted for certain O-3s, O-4s, and O-5s to the next higher pay grade under regulations prescribed by SECNAV, when they possess a skill in which the Navy is critically short and are serving in a billet designated to be held by the next higher pay grade.
- Continuation boards
  - Continuation is the selective process of retaining commissioned officers who are subject to involuntary discharge or retirement for years of service, or failures of selection for promotion.
- Selective Early Retirement (SER) boards
  - Personnel selected for Selective Early Retirement (SER) fall under the involuntary retirement statutes of Title 10, U.S. Code. SERs may be necessary to meet end-strength decreases and to reduce grade imbalances when required to downsize. Only officers eligible for retirement will be considered for early retirement. Those officers selected for early retirement will be involuntary retired upon approval of the board’s proceedings.
- **Administrative boards** are established by Navy policy and convened by the Chief of Naval Personnel (CNP) or as delegated. They include:
  - Senior enlisted advancement selection boards
  - Senior enlisted marketplace screening (SEM) boards
  - LDO/CWO in-service procurement (ISP) selection boards
  - Senior enlisted continuation boards
  - Milestone screening boards\* such as:
    - Major command
    - Commanding officer / Executive officer
    - Department head
  - Scholarship or other degree programs
  - Lateral transfer/re-designation boards

\*Screening boards are generally convened at predetermined milestones in an officer’s career, and officers are often considered automatically without the need for direct input. However, certain screening boards may require the submission of an application or additional materials in order to be considered such as for the LDO/CWO ISP boards. Candidates are strongly advised to consult with their detailer to determine whether any specific action or documentation is required, as these requirements can differ across communities.



Step	What Happens	Who's Involved
Board Eligibility	<p>NPC (PERS-802) determines officer and enlisted board eligibility for all Navy promotion and advancement boards based on the following:</p> <ul style="list-style-type: none"> <li>• For officer boards, the SECNAV approves the officer promotion plan produced by OPNAV N13 and implements it with the Notice of Convening NAVADMIN for both Active and Reserve Boards. This NAVADMIN establishes the senior officer in-zone, junior officer in-zone, and junior officer eligible for each board.</li> <li>• For enlisted boards, eligibility is governed by eligibility factors outlined in the Navy Advancement Manual, as modified by each advancement board's NAVADMIN with additional guidance.</li> </ul>	Secretary of the Navy (SECNAV), OPNAV N13, and Navy Personnel Command
Board Convening	Selection board panels, consisting of senior Navy leaders, review eligible records in secure, impartial settings to prepare for a vote.	Officers, warrant officers, and members of the Chiefs Mess
Record Review	Factors such as candidates' performance, qualifications, and other pertinent information outlined in the board precept, convening order, and specific community / rating briefs are assessed by selection board members.	Board members
Board Deliberation	Board members discuss and vote on the best and fully qualified candidates as outlined in the board precept, convening order, and specific community / rating briefs in a space called "the tank."	Board members



Board Results Approval	Board results are routed to the convening authorities (Chief of Naval Personnel and the Secretary of the Navy, as applicable). Officer promotions are approved by the President (as delegated to the Secretary of War) and confirmed by the Senate when required. Enlisted advancements are approved by the Chief of Naval Personnel.	Navy Personnel Command, the convening authorities, SECWAR, President, and the Senate as applicable.
Candidate Notification	Navy-wide dissemination of board results are made public by official NAVADMIN (enlisted selections) or ALNAV (officer selections) message.	Navy-wide

### How to Prepare for Boards

- Review your Record: Ensure your Official Military Personnel File (OMPF) is accurate and current. Review your record six months before the board to ensure it is complete.
- Submit letters to the board (LTB): Use Electronic Submission of Selection Board Documents (ESSBD) via MyNavy Portal (MNP) or BUPERS Online (BOL). If something is missing (like an evaluation or a FITREP) or you have information you want to bring to the board's attention you may submit a letter addressed to the board. Detailed instructions for submitting an LTB can be found within NAVADMIN 220/19 at the following link:  
<https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2019/NAV19220.txt?ver=hslt-Lxt4ag2ZtipILAMw%3d%3d>
- Qualifications: Ensure all required qualifications, education, and certifications are documented.

### What Boards Look For

- Performance matters: Consistent, sustained superior performance is the most important factor.
- Leadership: Impactful leadership at your current and previous commands.
- Professional growth: Completion of required schools, qualifications, and career milestones.
- Command/Community needs: Alignment with Navy's current and projected needs.
- Potential for increased responsibility: Demonstrated readiness for the next level.



### Key Officer Board Info

- Promotion timing: Determined by annual phasing plans and published in monthly NAVADMINs.
- Fully qualified promotions: Some officer promotions (i.e. O-2 and O-3) may not require board action if fully qualified.
- Command screening: Separate boards for command eligibility; includes leadership assessment panels.
- Flag officer boards: Convened for O-7/O-8 selection; precepts published prior to convening.

### Key Enlisted Board Info

- Senior Enlisted Marketplace (SEM): For E-7 to E-9, advancement requires board screening and selection for a billet in that higher pay grade before advancement.
- Special Selection Boards (SSB) may be convened for Sailors who were not considered or not selected due to an administrative or legal error. The request will be routed through their command to PERS-803 for adjudication.

### Submitting Board Correspondence

- Preferred method: ESSBD via MyNavy Portal or BUPERS Online
- Alternate methods: Encrypted email or postal mail to MyNavy Career Center (MNCC)

Note: Do not send letters to your detailer or other PERS codes unless instructed to do so.

### Tips for Success

- Start early: Review your record and prepare well before the board convenes.
- Communicate: Use LTBs to clarify any missing or updated information.
- Mentorship: Seek guidance from leaders who have board experience.
- Stay informed: Monitor NAVADMINs and <https://www.mynavyhr.navy.mil/> for updates.

### Contacts and Resources

- Command career counselors, detailers, and community managers are your first stop for board preparation.
- MyNavy Portal: For ESSBD and record review.
- MyNavy Career Center (MNCC) 1-833-330-MNCC (6622)



## Sample POD/POW Note

- Have questions about Navy selection boards? Crash-course videos titled MyNavy HR Navy Boards 101 provide Sailors comprehensive insights into the officer and enlisted selection board process. The Navy Boards 101 fact sheet consolidates information to support you and your Sailors' professional development. For more information, visit <https://www.mynavyhr.navy.mil/Career-Management/Boards/> or contact MNCC at 1-833-330-6622 or [askmncc@navy.mil](mailto:askmncc@navy.mil).

## FAQ

### Q1. How are board members selected for officer boards?

For officer boards, the board members are nominated by force providers (e.g., Flag Matters, BUMED, PERS-4, CNRF, etc.) to the Board Membership Branch (PERS-805). PERS-805 will conduct a comprehensive check against all statutory and regulatory requirements to select the best officer to serve as a board member for that specific board. Once selected, the board members' names are inserted into the convening order for the board as enclosure (1) and routed up the chain of command to the Secretary of the Navy (SECNAV), who is the convening authority for statutory promotion selection boards.

The identity of the board members is not published publicly until the results are approved. All board members certify that they have maintained impartiality and are prohibited from ever disclosing any details of the board's deliberations without SECNAV's explicit permission. This is a meticulous process that is designed to ensure sanctity of the promotion selection board process.

### Q2: How are board members selected for enlisted boards?

For a majority of board members on Enlisted Advancement Selection Boards, the Navy solicits volunteers to serve via the annual board membership applications NAVADMIN (example is 217/24). Other board members are nominated by force providers (e.g., Flag Matters, TYCOMs, FLTCMs, FORCMs, etc.) to the Board Membership Branch (PERS-805). PERS-805 will ensure all members are officially nominated by their respective TYCOM/FLTCM/FORCM. PERS-805 will then conduct a comprehensive check against all regulatory requirements (to include statutory requirements to the extent possible) to select the best officers/Sailors to serve as a board member for that specific board.

Once selected, the board members' names are inserted into the convening order for the board as enclosure (1) and routed up the chain of command to the Chief of Naval Personnel (CNP), who is the convening authority for Enlisted Advancement Selection Boards. The identity of the board members is not published publicly until the results are approved. All board members certify that they have maintained impartiality and are prohibited from ever disclosing any details of the board's



deliberations without CNP's explicit permission. This is a meticulous process that is designed to ensure sanctity of the enlisted advancement selection board process.

### **Q3. What does the board actually look for in my record?**

The board conducts a comprehensive review of your record in accordance with the precept, convening order, and other governing documents approved by CNP or SECNAV in order to determine the best and fully qualified candidates for selection.

### **Q4 Can I send information or updates to the board?**

Yes. You can submit a letter to the board (LTB) through the Electronic Submission of Selection Board Documents (ESSBD) via MyNavy Portal or BUPERS Online. This is your opportunity to add to, clarify, or highlight information within your official record. Previous submission methods (mail, email) are still accepted per NAVADMIN 220/19.

### **Q5. Are there "quota" systems or predetermined selections for certain backgrounds, commands, or demographics?**

No. Officer O-6 and below boards do not operate on quotas for specific backgrounds, commands, or demographics. Selections are based solely on best and fully qualified criteria as determined by precept, convening order, and community (or rating) briefs. The number of promotion or advancement selections (by designator or rating) are determined each year during the promotion / advancement planning process.

### **Q6. Can I lobby the board by sending a letter or by networking with board members?**

No. Letters to the board are intended solely to clarify or explain aspects of your record, not to lobby for selection. Board members are prohibited from discussing board matters outside of the official process, and any attempt to influence or lobby board members constitutes a violation of Article 92 of the Uniform Code of Military Justice.

### **Q7. If I know I'm leaving the Navy or retiring, should I still go before a board?**

If eligible, your record will go before the board. However, if you do not want to be considered for promotion, you may submit a "Don't Pick Me" letter to the board President. This allows the board to focus its consideration on those officers who intend to continue their service. You can find a sample "Don't Pick Me" letter at:

[https://www.mynavyhr.navy.mil/Portals/55/Boards/Active%20Duty%20Officer/documents/Sample\\_D\\_O\\_NOT\\_SELECT\\_ME.pdf](https://www.mynavyhr.navy.mil/Portals/55/Boards/Active%20Duty%20Officer/documents/Sample_D_O_NOT_SELECT_ME.pdf)

### **Q8. Are selection board deliberations and votes secret?**

Yes. Board deliberations and voting are strictly confidential, as mandated by law and policy.



**Q9. What if there's an error or missing document in my record?**

You are responsible for reviewing your record and submitting any updates or missing documents before the board convenes. Use ESSBD to ensure the board sees the most accurate and complete picture of your service.

**Q10. Can I regain eligibility for an enlisted advancement selection board if my status changes, such as canceling a request for retirement or fleet reserve?**

Yes. If an enlisted Sailor voluntarily requests transfer to Fleet Reserve (FLTRES), they become ineligible for selection board consideration. However, if the FLTRES request is cancelled and the Sailor's profile sheet reflects "SEL BD ELIGIBLE" before the board convenes, eligibility can be regained. Sailors should check their eligibility status routinely as eligibility can change. Conversely, officers remain eligible for promotion boards if eligible per the annual Notice of Convening NAVADMIN released in December every year. However, if an eligible officer has an approved voluntary retirement, their record will be stamped "SECNAV RETIRE" to show the board that the officer has an approved voluntary retirement pending (Note: Statutory retirements are not stamped). Additionally, an officer can request to defer promotion consideration (via "opt-out" or "career intermission" programs) through their community manager, if authorized.